

Provincial Human Services and Justice Coordinating Committee (P-HSJCC) Honoraria Policy

1.0 Purpose

The purpose of this policy is to set out the P-HSJCC's commitment to providing honoraria to persons with lived experience engaged in its ongoing work.

2.0 Background and Overview

The P-HSJCC recognizes the importance and value of the full participation of persons with lived experience and family members in its work. In keeping with this philosophy, the P-HSJCC draws frequently upon the expertise and resources of persons who have lived experience in the human services and justice sectors and their family members in HSJCC work at the Provincial, Regional, and Local levels.

In 2019, the P-HSJCC approved the establishment of a Standing Advisory Committee in response to a recognized need from HSJCC committee members for additional guidance and support in improving the engagement of persons with lived experience.

Advisory Committee members prioritize, promote, and draw from the experiential knowledge, history, writing and research driven by people who are service users and/or current and former prisoners of carceral institutions. Their work is further grounded via key tenets of intersectionality theory which acknowledges the complexity of discrimination for individuals who are diversely situated and impacted by structural barriers, oppression and violence.

It is important for the P-HSJCC to recognize the barriers to engagement, and the contributions and commitments of persons with lived experience. The provision of an honorarium and reimbursement of relevant expenses can provide the necessary support to allow persons with lived experience to participate on an equal basis and encourages a diversity of involvement. Furthermore, providing honoraria is an important way of recognizing the expertise and significant time commitments to the work of the P-HSJCC.

3.0 Definitions

Person or people with lived experience:

As outlined in the P-HSJCC's Advisory Committee on Engaging Persons with Lived Experience across the HSJCC Network Terms of Reference, a person with lived experience is defined as an individual who has direct experience with mental health and/or substance use disorders and has used the resources of the mental health system and/or has come into contact with the criminal justice system.

Family members: Family members of persons with lived experience can include a broad range of support persons such as relatives, partners and friends who come forward in times of need.

Expense(s):

Incurred costs that are directly related to a person with lived experience's involvement in P-HSJCC related activities for which compensation is paid (i.e., travel and accommodation costs).

Honoraria:

A payment in recognition of an act or service provided by person of lived experience who contribute their time under specific circumstances for the P-HSJCC.

4.0 Policy Statement

Honoraria are to be provided to persons with lived experience whereby the P-HSJCC has requested their participation in a pre-approved activity that assists in the delivery, development, or evaluation of P-HSJCC related functions including Network Support, Communications and Knowledge Exchange and Provincial Project Work.

The Provincial HSJCC is committed to ensuring projects are developed with a budget to support honoraria and engaging people with lived experience at the outset of a project.

5.0 Eligibility

Payment of honoraria **will be made** when individuals are:

- Invited by the HSJCC Secretariat to make a pre-approved contribution to the work of the P-HSJCC. These activities may include, but are not limited to:
 - Participating as a member of an advisory committee outlined in the P-HSJCC Terms of Reference
 - Participating in a virtual or face-to-face meeting related to P-HSJCC work
 - Presenting or co-presenting at a P-HSJCC webinar, forum or conference
 - Advising on P-HSJCC project activities

- Reviewing and providing input into P-HSJCC related materials or resources
- Not funded by another organization to represent it in engagements with the P-HSJCC

The payment of honoraria **will not be made** under the following circumstances:

- Where the individual is funded by another organization or group to represent it in engagements with the P-HSJCC
- For open invitations to attend P-HSJCC related events or functions
- For ad hoc communication and discussions with the HSJCC Secretariat or P-HSJCC via email
- Where an individual is a professional consultant, contracted to advise on P-HSJCC related work
- For preparation, travel or reading time (unless formally agreed on by the HSJCC Secretariat in advance)
- Hired staff of the HSJCC Secretariat who identify as people with lived experience
- Student placements or summer students

6.0 Payment Rates¹

An honorarium will be discussed with the individual in advance of any P-HSJCC related activity that may be considered eligible for compensation.

Honoraria rates are as follows:

Full day rate (up to 7 hours)	\$150.00
Hourly rate	\$30.00
Flat rate for presenters and speakers at a webinar, forum, or conference	\$100.00

The applicable honorarium rate will be communicated with the individual in advance of the activity. The maximum time that one may be compensated in one day is 7 hours.

7.0 Travel and Accommodation Expenses

Should travel and accommodation arrangements be required to participate in P-HSJCC activities, arrangements must be approved by the HSJCC Secretariat in advance.

¹ For individuals who are receiving income support from the Ontario Disability Support Program, exemptions are available for certain types of voluntary payments and gifts up to stated maximum amounts which includes honoraria. Please refer to [Policy Directive 5.8 of the Ontario Disability Support Program](#) for more information.